GIA Environmental Health and Safety Cumulative Trauma Disorder (CTD) Prevention Standard

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ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities for the establishment of a site Cumulative Trauma Disorder (CTD) Prevention Program.

APPLICABILITY: This GIA standard shall apply to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 01-Apr-1991; use VTX SMC for current status.

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1 INTRODUCTION

The purpose of this GIA standard is to ensure that procedures are in place to define basic elements and responsibilities for the establishment of a Cumulative Trauma Disorder (CTD) Prevention Program.

1.1 SCOPE

This standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

1.1.1 Policy

A program will be established to prevent and, where necessary, respond to the potential incidence(s) of CTD. The elements of the program include:

- Workplace Design

  Worksite analysis

  Hazard prevention and control
- Intervention

  Health Services management and medical supervision

  Design changes

  Administrative solutions
- Education

1.2 RESPONSIBILITIES

This subhead describes the responsibilities of the persons involved in fulfilling the requirements of this document.

- Site Manager

  Ensures that procedures are in place to reduce the potential for CTD and that an action plan exists to address them should injuries occur.
- Department Manager/Supervisor/Engineers/Employees

  Participate in the CTD prevention program to reduce the potential for injuries within their areas of responsibility as well as responding should injuries occur.
- Site Environmental Health and Safety (EH&S) and Health Services

  Consult and participate as members of the CTD prevention program.

1.3 LANGUAGE REQUIREMENT FOR THIS STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

1.4 DEFINITIONS

Cumulative Trauma Disorder (CTD)	A class of musculoskeletal disorders involving damage to the tendons, tendon sheaths, synovial lubrication of the tendon sheaths, and the related bones, muscles, and nerves of the hands, wrists, elbows, shoulders, neck, and back, arising from repeated biomechanical stress due to ergonomic hazards. The more frequently occurring occupationally induced disorders in this class include carpal tunnel syndrome, tendonitis, epicondylitis, low back pain, tenosynovitis, synovitis, stenosing tenosynovitis of the finger, and de Quervain's Disease.
Ergonomics	The science of creating an appropriate fit between the worker and the work environment.

2 PROGRAM REQUIREMENTS

This subhead describes requirements for a CTD prevention program.

2.1 WORKPLACE DESIGN

Worksite Analysis
Worksite Analysis is a workplace review and inspection that identifies existing hazards and conditions, operations that create hazards, and areas where hazards may develop.

Hazard Prevention and Control
Hazard Prevention and Control is a formal process that requires those responsible to be both proactive and reactive, using ergonomic principles to create an appropriate fit between the worker and the work environment.

Proactive: Elimination of the hazard using engineering controls to alter the work environment as it exists to eliminate the potential source of biomechanical stressors. Ensure that during early planning, new equipment and processes are reviewed and necessary recommendations are made to eliminate anticipated sources of biomechanical stressors. Included are such activities as design/capital phase review and job safety assessment.

Reactive: Review of health surveillance data to identify trends such as multiple injuries occurring in a particular plant location and/or of a specific type, or the identification of specific jobs with a history of injuries and/or employee complaints. The intervention strategy involves a team approach with persons having design responsibility, management responsibility, as well as the target employee(s) themselves.

Worksite evaluation: Involves inspection, description, and evaluation of the work, workplace, equipment, tools, and work methods.

Administrative controls: Involve control of employee exposure to potential sources of biomechanical stressors by using breaks and job rotation to provide employees a change from the same task over a long period of time. Although not the preferred approach to reducing CTD, it shall only be considered when engineering controls are not feasible.

Review results for program effectiveness.

2.2 INTERVENTION STRATEGY

Not all CTD is job related nor can all CTD be prevented.

Tracking of injury and illness data identifies patterns of traumas or strains that may indicate the development of CTD.

Eliminate or materially reduce the risk of development of CTD signs and symptoms through early identification and treatment.

A multidisciplinary team making the assessment. This team includes Health Services (nurse), medical (physician), and safety (EH&S).

A typical intervention strategy includes health services management and medical supervision, education, design changes, and administrative solutions.

Prevent future problems through the development of information sources.

2.3 EDUCATION

Education is a key component to the prevention of CTD.

Teach skills to permit informed decisions so that potentially injurious jobs, activities, or tasks are recognized, reported, and the corrective actions are initiated where necessary. Training shall involve and apply to the needs and functions of the effected plant groups and shall involve the following groups and topics.

Managers and Supervisors:	Overview of CTD
Employees:	Personal ergonomics and self help techniques
Facilities Personnel:	Workplace design and layout
Engineers:	General principles of ergonomics
EH&S Personnel, Site Medical, and Health Services:	Injury prevention and intervention techniques
Ergonomic Teams:	Plant specific ergonomics

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